

Executive for Personnel and Administration

20 May 1947

25X1A

Chief, [REDACTED]
(THRU: Chief, Finance Division)

Attached is a memorandum dated 14 May 1947 from the Executive Officer, Office of Reports and Estimates, setting forth the need for giving a Grade CAF-5 Clerk-Stenographer indoctrination in Washington, D. C. prior to assuming duties in a field office.

The statements made should justify, to appropriate Government Officials, the cost of the transportation involved in transferring this type of an employee from Washington, D. C. Therefore, the only remaining point for consideration is whether a move as outlined is consistent with Administrative policy and desires of the Agency.

If you concur in the need for indoctrination of this type of an employee for the project cited in the memorandum, it would be profitable to transfer an employee rather than appointing one on the [REDACTED] and paying the cost of round trip transportation plus a per diem for the temporary duty that the individual would perform in Washington.

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25X1A9A Your courtesy in notifying Mr. [REDACTED] of the decision reached in this case and returning the original of his memorandum to support payment of the transfer account, should approval be granted, will be appreciated.

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[REDACTED]

Attachment

25X1A9A

c.c. Mr. [REDACTED]
Mr. Saunders via [REDACTED]
Travel Unit
Captain [REDACTED]
File [REDACTED]

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VIA

Executive for Personnel & Administration

14 May 1947

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[redacted] Chief [redacted]
[redacted], Executive Staff, ORE

Payment of travel expenses in connection with permanent change of station.

The table of organization for [redacted] project provides for one CAF-5, Clerk Stenographer, who in addition to her secretarial and administrative duties will be expected to code and decode wire messages sent to and received from Washington. It will accordingly be necessary for this employee to receive training in the Communications Section of CIG in Washington. 25X1A2g

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Mrs. [redacted] CAF-5, now employed in the Office of Operations, [redacted] in Washington, is available for transfer to ORE for duty with [redacted] and is willing to accept this transfer and take communications training before departure, provided her traveling expenses to [redacted] can be paid. Mrs. [redacted] is well qualified for the position and ORE particularly desires to obtain her services because she will be available a very considerable time before someone outside the organization could be given security clearance 25X1A9a

It is understood that as a general rule traveling expenses cannot be paid for CAF-5 employees who receive permanent change of station. Exception to this general rule is requested in this case where the alternative (employment of a CAF-5 at [redacted] would not only be less desirable but also more costly, since a round trip, [redacted] to Washington and return, (temporary duty for communications training) would then be necessary. 25X1A2g

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A prompt reply to this request would be appreciated so that Mrs. [redacted] can begin communications training on 19 May if approval of payment of travel expenses is given. 25X1A9a

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[redacted]
Executive Officer

Office of Reports & Estimates

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